

Loan Account Balance Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Bank Name]

[Bank Address]

[City, State, Zip Code]

Dear [Loan Officer's Name],

I hope this message finds you well. I am writing to inquire about the current balance on my loan account with your bank. My loan account number is [Insert Loan Account Number].

Could you please provide me with the latest information regarding my outstanding balance and any relevant details concerning upcoming payments?

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Information]